



MINUTES

Public Records Board - Operations and Training Advisory Committee

Tuesday, July 19, 2022 – 10:00 am
Virtual Meeting via Teams

Committee Members Present: Tom Bowers, Jodi Gorski, Julie Landrie, and Terri Wilhelm

Committee Members Excused: Andrew Baraniak, Rebecca Robbennolt

- 1. Call to Order:** 10:00 AM. Julie Landrie, Committee Chair, called the meeting to order.
- 2. Approval of May 3, 2022, Minutes:** Minutes were approved as submitted. The motion was made by Julie Landrie and seconded by Jodi Gorski. All approved.
- 3. Records Management Section Chief Update:** Bill LaMay noted that the State Records Center (SRC) 2022 Mid-Year disposition cycle responses have been returned. The SRC will work with the Historical Society and UW Archives to transfer any approved inventory before they begin pulling destroys. The Budget GRS is in its final stages of vetting before going to the Board for review and approval. The next GRS to review will be the Risk Management GRS. The SRC will be updating Versatile in late August. The amount of sunset RDAs remains stable at about ten percent.
- 4. Facilities GRS, FAC00082:** Julie overviewed the discussion by the Board at their June 13, 2022, meeting. The Board approved both FAC00082 and FAC0082A as recommended by the Committee. When the Board approved the RDAs the motion included a requirement to re-evaluate them in three years.
- 5. OTAC Projects:** The Committee discussed the next items on the project list assigned to them by the Policy and Governance Committee: Records Officer survey to identify areas of need. Committee members discussed and revised the draft questions that were submitted prior to the meeting. The next step would be to create a draft of the survey for review at the October 11, 2022 meeting. Tom Bowers moved, seconded by Jodi Gorski, to approve the revised questions and have Kathryn create the draft survey for review. The motion was approved.
- 6. Adjourn:** The meeting adjourned at 10:50 AM. The motion was approved by unanimous consent.